

# Capacity Coaching Overview

## Coaching Opportunity

The Iowa Department of Public Health (IDPH) recognizes the challenges facing the prevention workforce. For the past ten years, the Capacity Coaching Program has served specific prevention grants and now is being offered to all IDPH funded prevention contractors. Any IDPH Bureau of Substance Abuse prevention contractor can access Capacity Coaching services. Additional time for coaching does not need to be budgeted for these services. Coaching services are available as capacity permits.

## Coaching Topics

Session topics are driven by the contractor's needs. The common session topics include, but are not limited to:

- Brainstorming ways to support teams and systems
- Expanding knowledge in areas of personal development
- Seeking resources related to personal growth
- Developing personal or professional goals
- Discussing challenges and brainstorm solutions and challenges
- Seeking support in utilizing the Strategic Prevention Framework process

## Coaching Steps

Coaching will be offered a minimum of three sessions. The number of coaching sessions requested depends on contractor need. There is limited capacity for the number of sessions available so contractors should take time to reflect on their individual needs.

Each virtual coaching session will be one-hour in length and will take place via the Zoom web conferencing system. Coaching may occur weekly, bi-weekly or monthly. The option of group coaching (for a prevention team) is available. No face-to-face sessions will take place. Coaches will not meet with coalitions or other stakeholders.

In order to receive coaching, each interested contractor should fill out the [Coaching Application](#) which provides contractor contract information, details on why coaching is being requested and agreeing to specific coaching terms (noted below in the Coaching Agreement section). Once all requested coaching sessions have been completed, a Coaching Evaluation Survey will be emailed to the contractor. Data collected will help strengthen the Capacity Coach Program.

Coaching services focus on each contractor's development, growth and journey. IDPH is committed to the development of Iowa's prevention workforce which means investing in prevention professionals.

In order to most effectively participate in coaching services, the following items must first be agreed upon by the contractor which includes the contracted agency, prevention supervisor, prevention team or prevention specialist being coached. These agreements are noted in the Coaching Application:

- Obtain support from the contracted agency administration to participate
- Understand that coaching is not counseling, project-specific training or technical assistance
- Understand that some information discussed with the Coach, particularly as it relates to local successes and challenges, may be relayed to IDPH. Coaches work on behalf of IDPH
- Understand that coaching is not to replace supervisor oversight and agency management
- Adhere to the following processes during coaching sessions:
  - Use Zoom web conferencing system
  - Use a web camera during sessions
  - Ensure a distraction-free time and location
- Respect the time of the Coach by providing a 24 hour notice via e-mail to cancel a session

## **Questions?**

Contact Julie Hibben, Prevention Lead at 515-326-5703 or [julie.hibben@idph.iowa.gov](mailto:julie.hibben@idph.iowa.gov).